



# Accounts and Services to Be Paid Through CAPS

## A. Centralized Account Processing System (CAPS)

CAPS is an electronic postage payment system that gives business mailers a centralized, convenient, and cost-effective way to fund items such as Permit Imprint, Express Mail Corporate Accounts, Address Element Correction, and more. The system provides an electronic alternative to presenting checks and cash for postage and fees at multiple Post Offices. Customers can choose from two account types:

- **Centralized trust account** — Customers deposit funds using electronic funds transfer to the CAPS bank prior to mailing. The CAPS account is automatically reduced when local Post Offices process postage statements.
- **Centralized debit account** — Customers designate a debit-enabled bank account for postage charges. The bank account is debited for the total day's postage on the next bank business day.

Use this form along with PS Form 6001 to apply for a CAPS trust account. If you are applying for a CAPS debit account, use this form along with PS Form 6001 and PS Form 6003, *CAPS Electronic Funds Transfer Authorization Agreement*.

When you have completed the forms, print and mail the originals to: CAPS SERVICE CENTER, U.S. POSTAL SERVICE, 2700 CAMPUS DR, SAN MATEO CA 94497-9433.

For more information about CAPS, see Section D on page 2 and the CAPS website at <http://caps.usps.gov>.

## B. Instructions

- Local permit account must be at zero balance at the time of linking. To accomplish this, submit PS Form 3533, *Application for Refund of Fees, Products and Withdrawal of Customer Accounts*, to your local permit office.
- When linking to a CAPS trust account, funds in your local permit account may be transferred to your CAPS trust account at the time of linking upon written authorization. This does not apply to Express Mail Corporate Accounts.

## C. Company Information and Authorized Signature (Please print)

Name of Company:

CAPS Account Number (For additional linking requests):

Name of Authorized Contact Person:

Signature of Authorized Contact:

Date (MM/DD/YYYY):

**Provide the following information for permits or PC postage accounts to be linked to your CAPS account.**  
(Continue on page 2 if necessary.)

Address Element Correction (AEC) Payment (Check if applicable):

<b>Account Type:</b>		BRM = Business Reply Mail
EM = Express Mail Corporate Account	MR = Merchandise Return	P = Periodicals
PD = Postage Due	PI = Permit Imprint	PV = PC Postage Vendor

Permit No. or PC Postage Account No.	Permit Name	Account Type (See list above)	City, State, and ZIP Code Where Permit Is Held	Link by This Date (Allow 7-10 days)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Permit No. or PC Postage Account No.	Permit Name	Account Type (See list above)	City, State, and ZIP Code Where Permit Is Held	Link by This Date (Allow 7–10 days)
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				

#### D. Information About CAPS Accounts

1. It takes 10–14 days to process a CAPS application. When the application is accepted, the CAPS Service Center will mail a welcome package that includes a CAPS account number, password, EFT instructions, and other information.
2. For a CAPS Debit account application, the CAPS Service Center must complete a pre-note test successfully to validate the applicant's bank information before permit linking can proceed. The debit pre-note process can take 5–7 days to complete.
3. For a CAPS Trust account application, the customer must complete a US\$1.00 test successfully before permit linking can proceed.
4. Use PS Form 6002 to provide information about permits to be paid through a CAPS account. You may also use this form to link additional permits in the future. To link additional permits, submit account information on PS Form 6002 or on company letterhead signed by an authorized contact person for the CAPS account, to CAPS Service Center at the address in Section A. You must establish a permit at the mailing Post Office before the permit can be added to a CAPS account.
5. Submit a change of company contacts, address, or name of the company to the CAPS Service Center:
  - a. Through the Account Inquiry page at <http://caps.usps.gov>; or
  - b. On company letterhead, signed by an authorized contact person for the CAPS account, mailed to the address in Section A or sent by FAX to 650-377-5336.
6. To update bank information for an existing CAPS Debit account, submit PS Form 6003 with a cover letter on company letterhead, signed by an authorized contact person for the CAPS account, and mail the originals to the address in Section A.
7. For mail to be accepted by a CAPS Trust Account, sufficient postage funds must be in the account when mail is presented under any permit linked to that account. All products and services payable through CAPS affect the account balance.
8. For returned debit transactions, CAPS customers must submit the applicable funds via wire transfer immediately upon notification by the CAPS Service Center. Returns for insufficient funds and failure to transfer funds immediately may result in revocation of debit account status or termination of the CAPS account.
9. A CAPS account that is inactive for 18 months or more will be automatically closed. If a CAPS Trust account has a balance of more than \$100.00, CAPS will mail a refund to the account address of record. Send a request for a refund on company letterhead, signed by an authorized contact person for the CAPS account, to the address in Section A.